

ORDINANCE# _____

**CITY OF CREEDMOOR
5008 HARTUNG LN.
CREEDMOOR, TEXAS 78610
Tel:(512)243-6700 Fax:(512)-243-6701**

MAYOR Fran Klestinec**COUNCIL MEMBERS**

Jesse Solis, Mayor Pro Tem

John Gray

Jeff Jakobeit

Sabrina Nelson

Jacob Wilhite

Robert Wilhite, City Administrator

DATE: _____

ZONING CHANGE APPLICATION

Instructions: Please fill out completely. If more space is needed, use additional sheet(s). If submitted by other owner, attach written authorization from owner.

Location/Address: _____
 Owner: _____
 Mailing Address: _____
 Phone: _____
 Email: _____
 Issued to: _____
 Address: _____
 Present Zoning District: _____ Requested Zoning District: _____
 Legal Description: _____
 Present Use of Land: _____
 Proposed Development & Reasons for Zoning Request: _____

This certifies that the Zoning Change herein described, complies with the provisions of Zoning Ordinance No. 040916-A of the City of Creedmoor, Texas. Failure to comply with the use indicated, may nullify the said permit.

Attach: A certified list of the names and the address of all property owners within 600 feet of the property for which the zoning change permit is requested.

Filing Fee: \$800.00 will be assessed at the time this application is submitted.

Credit Card Payment now available. Contact Financial Officer for further information:
(512)243-6700 (Ext. 2)

Please make check payable to City of Creedmoor.

Mail or bring application (along with the filing fee) to the City of Creedmoor Office:

Mailing Address:

City of Creedmoor
5008 Hartung Ln.
Creedmoor, Texas 78610

Physical Address:

City of Creedmoor
12513 FM 1327
Creedmoor, Texas 78610

FOR OFFICE USE

☐

Approved

Approved/Disapproved by Creedmoor City Council on: Date_____

☐

Disapproved

Fee Amount:_____

Accepted By:_____

Signature of City Administrator _____ Date:_____

Signature of Owner/Authorized Agent _____ Date:_____

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ZONING INFORMATION FORM

Subject Property:

In response to your request for information regarding the above-referenced property, we have researched our files and present the following:

1. The current zoning classification for the subject property is_____

2. Adjacent property zoning designations:

North: _____

South: _____

East: _____

West: _____

3. According to the zoning ordinances and regulations for this district, the use of the subject property as_____ **(including accessory uses) is a:**_____

- ☐ Permitted Use by Right
☐ Permitted Use by Special/Specific Use Permit ☐ Copy Attached ☐ Copy Not Available (see comment)
☐ Legal Non-Conforming Use (no longer permitted by right due to amendments, re-zoning, variance granted or other changes. See comments)
☐ Non-Permitted Use

Comment: _____

4. The subject property was developed:

- ☐ in accordance with Current Zoning Code Requirements and is
☐ Legal Conforming
☐ Non-conforming (see comments)
- ☐ in accordance with Previous Zoning Code Requirements (amendments, rezoning, variance granted) and is legal non-conforming to current zoning requirements.
- ☐ prior to the adoption of the Zoning Code and is ☐ Grandfathered/Legal Non-conforming to current zoning requirements.
- ☐ in accordance with Approved Site Plan and is Legal Conforming to approved site plan. If any non-conforming issues exist with respect to current zoning requirement; the subject property would be considered legal non-conforming.

Comment: _____

5. Landlord License Requirements/Fees:

- ☐ There are no Landlord License Requirements/Fees that would affect the subject property.
☐ The following Landlord License Requirements/Fees may affect the subject property:

Comment: _____

6. Information regarding variances, special permits/exceptions, ordinances or conditions:

- ☐ There do not appear to be any variances, special permits/exceptions, ordinances or conditions that apply to the subject property.
- ☐ The following apply to the subject property (see comments):
- ☐ Variance - Documentation attached or is otherwise, no longer available (see comment)
 - ☐ Special Permit/Exception Documentation attached or is otherwise, no longer available (see comment)
 - ☐ Ordinance Documentation attached or is otherwise, no longer available (see comment)
 - ☐ Conditions Documentation attached or is otherwise, no longer available (see comment)

Comment: _____

7. Rebuild: In the event of casualty, in whole or in part, the structure located on the subject property:

- ☐ May be rebuilt in its current form (i.e. no loss of square footage, same footprint, with drive through(s), if applicable).
- ☐ May not be rebuilt in its current form, except upon satisfaction of certain conditions, limitations or requirements. Please see section _____ of the current zoning code/ordinance for details.

8. Planned Public Improvements:

- ☐ There are no planned, threatened or possible public improvement projects that would affect the subject property.
- ☐ The following planned, threatened or possible public improvement projects may affect the subject property:

Comment: _____

9. Certificate of Occupancy, status:

- ☐ A valid Certificate of Occupancy has been issued for the subject property and is attached.
- ☐ Certificates of Occupancy have been issued and are in effect for all buildings and, if required, for all units at the Property; however, we are unable to locate a copy in our records. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property.
- ☐ Certificates of Occupancy for projects constructed prior to the year _____ are no longer on file with this office. The absence of a copy of the Certificate(s) of Occupancy will not give rise to any enforcement action affecting the property. A Certificate of Occupancy will only be required for new construction.
- ☐ A Certificate of Occupancy is not required for the subject property.

Comment: _____

10. Site Plan Information:

- ☐ The subject property was not subject to a site plan approval process.
- ☐ The subject property was subject to site plan approval; a copy of the approved site plan is attached.
- ☐ The subject property was subject to site plan approval, but a copy of the approved site plan is no longer in existence (*was lost or destroyed*). All other existing documents applicable to site plan approval for the site are attached if available.
- ☐ An approved site plan for the subject property is on file, but our office does not have the necessary resources to reproduce and distribute copies of the plan. All other existing documents applicable to site plan approval are attached if available.
- ☐ Other, (as noted here): _____

This information was researched on _____ by the undersigned, per request and as a public service. The undersigned certifies that the above information contained herein is believed to be accurate and is based upon or relates to the information supplied by the requestor. The Authority assumes no liability for errors and omissions. All information was obtained from public records, which may be inspected during regular business hours.

Signature _____

Title: City Administrator

Phone: 512-243-6700

Email: Administrator@cityofcreedmootx.gov